

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

Healthcare Information Division

Accounting & Reporting Systems Section

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December 10, 2002



Automated Licensing Information & Report Tracking System

Dear Administrator:

This is an update on the Annual Utilization Report of Long Term Care Facilities – 2002. At this time no action on your part is required. The due date for submitting the 2002 data has been changed from February 15, 2003 to summer of 2003. The specific date has not been set.

Normally you would receive the paper utilization report at this time (i.e. the Annual Utilization Report of Long Term Care Facilities-2002). Instead, beginning in 2003, Long Term Care Facilities will submit their utilization data over the Internet using a web-based application called ALIRTS (Automated Licensing Information and Report Tracking System). In October 2002, OSHPD notified each long-term care facility that ALIRTS was being developed. That letter also contained some general information about ALIRTS and included a prototype of the revised Annual Utilization Report that will be used on the web site.

When ALIRTS becomes available, you will have to establish an account and designate an account administrator. In preparation for ALIRTS, please be sure that your facility meets the following system requirements:

1. **Access to a personal computer (with the following minimum configuration)**
 - 133 MHZ processor with 64MB RAM
 - 28.8kps modem or faster
 - Windows 95 operating system (or higher) – ALIRTS is not compatible with Macintosh computers
 - Microsoft Internet Explorer version 5.0 (or higher) – ALIRTS will not function properly with Netscape
 - 128-Bit Encryption browser security
2. **Internet Access (via Internet Service Provider)**
3. **E-mail**

To find out more about ALIRTS go to www.oshpd.state.ca.us/hid and click on the ALIRTS link located at the bottom of the page. You may also contact OSHPD directly at (916) 323-7685 or email us at alirts@oshpd.state.ca.us for more information.

Sincerely,

A handwritten signature in black ink that reads 'Michael B. Derrick'.

Michael B. Derrick, Supervisor
Licensed Services Data & Compliance Unit